

Department of Social and Health Services
Olympia, Washington

ELIGIBILITY A-Z MANUAL REVISION

Revision #	423
Category / Section	Change of Circumstances A – Reporting Requirements
Issued	June 1, 2005
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REMOVE
Change of Circumstances A. –
Reporting Requirements
Entire Section

INSERT
Change of Circumstances A. –
Reporting Requirements
Entire Section

Summary

WAC 388-418-0005

- Added ADATSA benefits as a program subject to reporting requirements for SSI-related medical. Clarified that clients need to report when a family member moves out of the home
- Updated the language of section 3 to meet requirements of RCW 44.04.280.
- Removed ADATSA from reporting requirements for cash programs and added WAC reference to earned income limit for cash programs other than GA.
- Amended section 5 to remove the requirement to report a \$100 income change for children's medical. Clarified that clients need to report when a family member moves out of the home
- Created a new section 6 indicating that people must report either a move or when a family member moves out of the home for children's medical.
- Amended Basic Food reporting requirements for non-elderly/disabled households. **Non-exempt** ABAWDS receiving Basic Food must report when their hours at work go below 20 hours a week.
- Removed the requirement to report when someone has moved out of the home for

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pregnancy medical benefits.

- Clarified that clients need to report when a family member moves out of the home for “other” medical benefits.

CLARIFYING INFORMATION

- Clarified that clients do not have to report changes for SSP benefits. The department receives this information through the State Data Exchange (SDX).
- Clarified that ADATSA is a medical program for the purposes of reporting requirements. ADATSA clients must report based on requirements for SSI-related medical.
- Updated medical coverage group tables for children’s / family medical and “other medical”.
- Clarified that “Elderly persons and persons with disabilities” are people who meet the definition of elderly or disabled for purposes of the Washington Basic Food Program under WAC 388-400-0040.
- Added a new section describing how to act on changes staff learn from various sources including client reports, third-party reports, alerts verified upon receipt, and other alerts.
- Added a section referencing the department’s current ABAWD waiver, and how ABAWDs will need to report more when we no longer have the current statewide ABAWD waiver.
- Added example under WAC 388-418-0007 to illustrate that a client may report a new job as late as the 10th day of the month after the month where the client received their first check.

WAC 388-418-0011

- Added text to rule clarifying that changes in benefits based on the six-month report impact benefits for the following month even if this does not allow for advance notice of adverse action.
- Added text indicating that failure to complete the six-month report results in benefits being terminated.
- Added information on how the department processes late six-month reports.
 - We restore benefits to the first of the seventh month if a report is **completed** by the last day of the month after the month the report was due.
 - If a report is completed after this date, we treat the report as a request to send the

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client an application for benefits.

CLARIFYING INFORMATION

- Added explanation of the purpose of the six-month report, and referenced ACES letter type. 002-07 Change Report Form.
- Added new sections #4 and #5 to address requests to add a person or program on the six-month report.
 - An application / ER is not required to add a **child** to TANF/SFA
 - An application / ER is not required to someone to Basic Food or Medical benefits.
 - A new application / ER is required to add or change programs for cash, food, or medical benefits.
- Added new section #7 to clarify the process when clients want to complete the six-month report over the phone.
- Removed sample of six-month report in the manual. Up-to-date versions of the letter are available in the system.

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